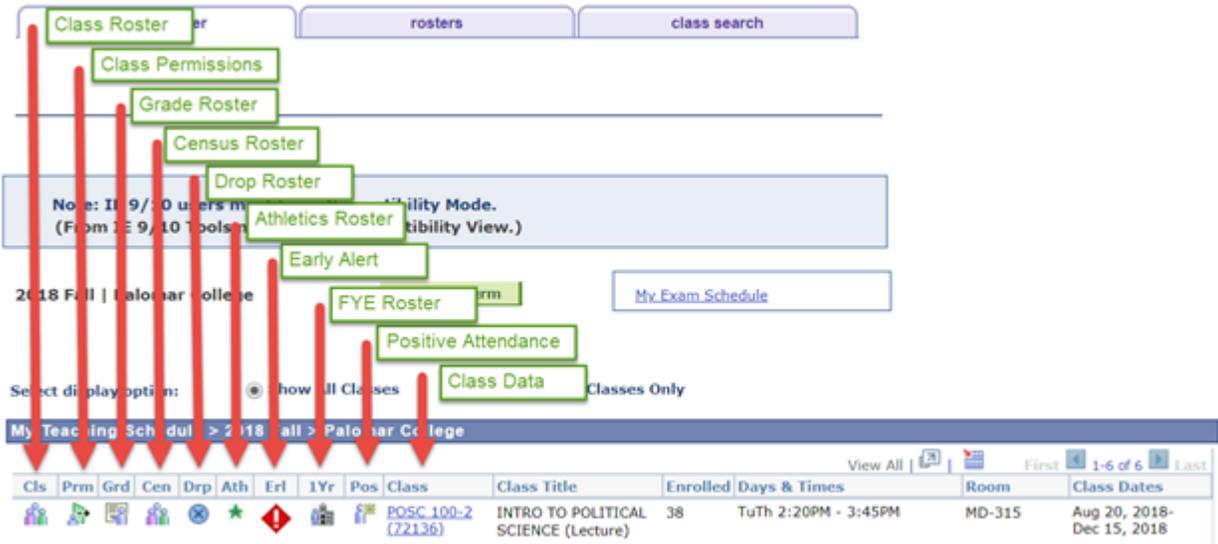## Census Roster

1. Sign in to Faculty eServices

   Important! If you do not see your classes for the current term, you must select it using 'Change Term'.
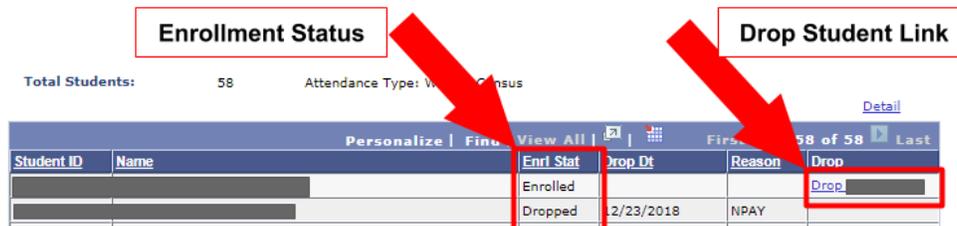

2. Click on 'Census Roster'

   Notice: This roster will be available to you 4 days before Census and will replace the Drop Roster

   Notice: Students dropped on this roster will not receive any notation on their record and no fees will be assessed on their student account

3. Drop No Show students
4. Click on the 'Drop #########' link for the student that you would like to drop

5. Choose the reason you are dropping the student from the list, the date will auto-populate

Confirm Drop Selection

Please enter a Drop Reason for ████████████████████ It is after the drop
with penalty date of 03/20/2019, last meeting date is needed.

Drop Reason: [▼]
Drop Date: (NOSH) No Show   0
          (XAB) Excessive Absences

Final processing of the drop will occur when you press the 'OK' button. 'Cancel' will
return without processing.

[OK] [Cancel]

4. Click the "OK" button
5. Note the 'Enrollment Status' column to confirm the student has been successfully dropped